

Project Charter

Project Name: Contracts Approval Process

Date Chartered: July 5, 2012

Team Leader: Steve Martinelli, Chief, Grants & Contracts Section
Bureau of Finance, DCF

Expected Completion Date: October 5, 2012

Project Goal: To streamline DCF's contract approval process

Issues to be addressed:

- Eliminate waste and redundant activities
- Reduce errors
- Create robust standard work processes

Expected Results:

1. A streamlined, documented process for developing and executing contracts
2. A prioritized list of potential improvements with a work plan for implementation

Team Members:

Representatives from Finance Bureau (Grants & Contracts Section, Accounting Section and Auditing Section), Budget Bureau, and program divisions

Support/Resource People:

Program division deputy administrators, bureau directors and contract administrators
Senior management (SO)

Responsibilities and Boundaries

- Limited to documenting current state, identifying future state improvements and creating a plan for achieving future state.
- Diagnostic only. Selected improvement projects will be chartered separately.

Project Charter

Project Name: Audit Access & Accountability (AAA) Process

Date Chartered: July 30, 2012

Team Leader: Barbara Loescher, Chief, Fiscal Integrity & Audit Section
Bureau of Finance, DCF

Expected Completion Date: September 30, 2012

Project Goal: To identify and implement opportunities to better monitor and track agency audits required to be submitted to DCF

Issues to be addressed:

- Eliminate waste and redundant activities in current process
- Reduce errors
- Ease access to information for customers

Expected Results:

3. Streamlined process for tracking/monitoring required audits
4. Implement online document inventory for ease of access to information

Team Members:

Sherry Colstad, Tim Meeusen, Darin Powers, John Saari, Yikchau Sze

Support/Resource People:

Mark Mueller, Lucinda Champion

Responsibilities and Boundaries

- Limited to DCF-required agency audits
- Focus will be identification and implementation of improvements to current process
- Program divisions responsible for imposing authorized sanctions for late audit submissions